

Minutes for Westford Recycling Commission

Meeting Date: July 13, 2006

Attendees: Andy Bergamini, Abby Foster, Ellen Harde, Elizabeth Sawyer, and Barbara Theriault.

Guest: Carol Sammarco, Westford resident

Note that if Action Items from a previous month's minutes were closed before this meeting, they are not included in these minutes. They may be referenced in past minutes under Action Items and considered closed without discussion.

I. Action Items due by August 10 meeting. Previous (open) action items are in bold.

ABBY

- 1. Continue to assemble a list of community based organizations.**
- 2. Finalize design of a new Westford Recycling Commission logo with Andy.**
3. Look over the updated recycling web site and provide feedback to **Gerry**.
4. Help with the Household Hazardous Waste Collection on November 4, 2006.
5. Talk to the Westford Boy Scouts about collecting button batteries.

ANDY

- 1. Contact Chip Barrett about the crew size at brush chipping and inquire about a possible charge to residents for the service on October 14 and 21.**
2. Talk to Town Manager, Steve Ledoux, about having an authority and central source on trash particulars and how that information would be communicated.
3. Talk to Christine at Integrated Paper Recyclers about:
 - a) Residents buying additional 64-gal. toters;
 - b) An outlet for recycling used 18-gallon toters;
 - c) Commission members talking to a Westford Eagle reporter for an article about collecting all plastics #1-7;
 - d) Delivering letters with the toters;
 - e) One toter being delivered to certain households.
4. Talk to **Gerry** about having another yard waste collection on August 26 and communicate with Richie Rocketenetz at Acme Waste Systems.

BARBARA

1. Work on the waste/recycling collection data spread sheet with **Elizabeth**.
2. Post a cable notice about the distribution of 64-gallon toters.
3. Submit June 8, 2006, meeting minutes to the Town Clerk.
4. Write a draft of the July 13 meeting minutes and email to members for perusal.
5. Add June collection events and Recycling Guide to the List of Accomplishments 2006.
6. Add a tab to the tonnage summary spread sheet for data on paper shredding.

ELIZABETH

- 1. Continue work on the Hazardous Waste Collection November 4, 2006.**
- 2. Compose a statement about toters to be posted on www.westfordrecycling.org.**
3. Talk to Mary Blane at the Highway Department about storage of used recycle bins.
4. Refer the information on collecting button batteries from **Gerry** to **Abby**.
5. Compose an agenda for our next meeting on August 10.

ELLEN

1. Write a letter to Richie Crocker of the School Department re the November 4, 2006, Household Hazardous Waste Collection concerning amounts and costs of school department material to be disposed of and cost of custodian for that day. Send a copy to Bill Olsen, Superintendent of Schools.
2. Arrange with E.L Harvey & Sons Paper Recycling of Westborough for a shredding event at Blanchard School on September 23, 2006, from 9-12.
3. Obtain the amount of paper tonnage from the shredding event on June 24.
4. Call former Westford Recycling Commission member, Mike Gustin, to inform him of the change in the Westford Recycling Commission logo.

GERRY

1. **Look into making a permanent change on the Town Wide Litter Collection banner to a non-specific date.**
2. As per a request from the Commission, post the 2006-2007 Recycling Guide to www.westfordrecycles.org without any changes.
3. Provide an update on discarding tires in the trash and collecting button batteries.

II. Key Points/Decisions from the Meeting (following the printed agenda)

1. The June 8 meeting minutes were approved and will be forwarded to the Town Clerk by **Barbara**.
2. Westford Recycles Guide for 2006-2007
 - a. **Abby** completed the Recycling Guide for printing. It was mailed June 30. She received our compliments and appreciation for her excellent work.
 - b. The new Recycling Guide is to be posted on www.westfordrecycles.org. We will ask **Gerry** to oversee that.
 - c. There was little discussion on tires and button batteries due to **Gerry's** absence.
 - d. The Commission thinks there should be a central location/authority for information on trash. **Andy** will talk to Town Manager, Steve Ledoux, about providing that.
3. Hazardous Waste Collection November 4
 - a. **Elizabeth** will continue to work on it. **Gerry** wants the data from past HHW events.
 - b. A motion was made, seconded, and passed to duplicate the procedures from the successful 2004 HHW collection.
 - c. We encourage neighbors to combine HHW material discards for the \$20/car fee.
 - d. **Ellen** suggested we communicate with the School Department about their using the HHW collection and related fees for disposed material and a custodian. **Ellen** will draft a letter to Richie Crocker of the School Department with a copy sent to Superintendent Bill Olsen.
 - e. **Abby** volunteered to assist **Elizabeth** in running the HHW collection.
4. Paper Shredding
 - a. The cost of the paper shredding event on June 24 was \$500. Funds collected: \$315.
 - b. There were 30 cars (one car made two trips).
 - c. Discussion about having another event:
 - 1) Possibly pairing it with another collection, e.g., electronics? Decision: no.
 - 2) Agreement reached on holding a second paper shredding event on September 23 at Blanchard School from 9-12. **Ellen** will work out the details with E.L. Harvey.

- 3) Fees will be \$10 or \$25 per resident based on the volume of paper.
 - 4) **Ellen** will obtain the paper tonnage from the June 24 shredding event and **Barbara** will add a tab to the spread sheet tallies for shredding tonnage.
5. Recycling bins
- a. Handling the used 18 gallon recycling bins
 - 1) Possible storage outside at the Highway Department?
 - 2) Consider offering them to residents free of charge and ask the Town Clerk's office to refer people to the Highway Dept. to obtain free bins.
 - 3) Consider using them for storage of records at the Town Hall.
 - 4) Perhaps we could pressure wash the old bins and use, sell, or give them away.
 - b. Follow up on the 64-gallon totes
 - 1) **Andy** will work with Christine at Integrated Paper Recyclers to get answers about residents' questions and distribution of letters with the totes.
 - 2) **Andy** found there is no list of primary contacts for condominiums in town. He asked Christine to look into it for the delivery of totes.
6. Renewing program of working with realtors. (To be forwarded to another meeting.)
7. Using/promoting recycled products. (To be forwarded to another meeting.)
8. Action Item recap. (See page one.)
9. Other business.
- a. **Ellen** told of a request by resident, Emily Teller, for a story in the Westford Eagle about recycling all plastics #1-7. **Andy** will talk to Integrated Paper Recyclers about our talking to a reporter about such a story.
 - b. In November we will discuss the various 2007 collection dates that can be printed on an enclosure in the town wide census mailing.
 - c. **Elizabeth** asked for feedback on the reorganized recycling web site. We agreed that the information on the web site should be the same as that in the Recycling Guide.
 - d. **Abby** provided us with her first draft of a new Westford Recycling Commission logo. It was highly acclaimed. **Andy** suggested changing the font and will work with **Abby**.
 - e. We discussed holding another yard waste collection on August 26. **Andy** will talk to **Gerry** about organizing it. **Gerry** is also looking into the possibility of residents using a Chelmsford dump site for yard waste and sharing costs.
10. Close out meeting
- a. Action Items for July were reviewed by Commission members present.
 - b. The July meeting of the Westford Recycling Commission adjourned at 8:50 p.m.
 - c. The next meeting of the Westford Recycling Commission will be on August 10 at 7:30 p.m. at the Cameron Senior Center. **Elizabeth** will create the agenda. **Barbara** will take notes. **Andy** will chair the meeting.

III. Other items for future discussion

1. The fall brush collection dates are October 15 and 22. Will there be a charge?
2. Discuss the feasibility of a Collect Everything Day in the next year.
3. Re: The request from Charlie De Rosa to **Andy** that shredded paper to be put in a clear plastic bag to keep it from blowing away or littering the street, discuss how to

- publicize that suggestion.
4. Re: collecting sneakers to recycle.
 5. Investigate whereabouts of the video: Where Our Trash Goes.
 6. Discuss the construction waste bans.
 7. Collect feedback on Chelmsford's recycling letter to residents.
 8. Review painting the book recycling container.

IV. List of Accomplishments 2006

1. Held electronics collection April 1 at Blanchard School parking lot.
2. Held brush collections April 22 and April 29 at the Day School parking lot.
3. Created a Westford Recycling Commission web site address:
www.westfordrecycles.org and updated and reorganized the content.
4. Started bi-weekly curbside collection of recyclable plastics 1-7.
5. Held yard waste collection June 10 at Nabnasset School.
6. Held electronics collection June 17 at Blanchard School.
7. Held document shredding event June 24 at Crisafulli School.
8. Mailed 2006-2007 Westford Recycling Guide to residents on June 30.
9. Assisted in the gradual distribution of new 64-gallon totes for paper and for GMP (glass, metal, and plastic) to residents by Integrated Paper Recyclers.

Respectfully submitted,
Barbara Theriault
Secretary 7/13/06